

85-0534/1

DD/A REGISTRY

FILE: 20-1

22 February 1985

MEMORANDUM FOR: Executive Officer, DDA

FROM:

Executive Officer, OTE

SUBJECT: FELT Program

Ed:

1. It looks as though this FELT Program has not gone away as we originally thought. I am assuming that OTE keeps getting this package because Training is mentioned in the title. This really has nothing to do with the basic mission and functions of OTE. If the Agency is to participate in this, it appears that it should be an OP function and not OTE. I personally feel that the Agency should not get involved but if other folks feel they should, it should really be directed to OP for action.

2. Hope this response makes sense. Please call me if there are any additional questions.

Mr. Mitchell called Art Kelly at DoE to advise him that the Agency preferred not to participate in the FELT Program. Mr. Mitchell explained to Mr. Kelly that the reasons were that the Agency's efforts may perhaps be misunderstood and exploited. Mr. Kelly excepted this explanation. ER was notified of this and that there would be no action on the attached memo on w/5/85.


be

ROUTING AND TRANSMISSION SLIP

Date

Sanitized Copy Approved for Release 2011/03/25 : CIA-RDP88G00186R000400390057-8

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. D/TRAINING & EDUCATION			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

#1 - FOR ACTION, IF APPLICABLE AT THIS TIME

IF YOU FEEL IT IS AGAIN NOT APPLICABLE TO THIS AGENCY, PLEASE PREPARE A SHORT NOTE SO THAT THE ER IS ADVISED OF THE AGENCY POSITION.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions.

Room No.—Bldg.

Phone No.

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.306

☆ GPO : 1983 0 - 381-529 (301)

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	NIO				
20					
21					
22					

SUSPENSE

Date

Remarks TO # 6: For designation of FELT Coordinator, if applicable at this time. (Pls see ref in which OTE, in Dec 84 felt that the Agency should pass on the program)

Executive Secretariat

11 Feb 85

Date

3637 (10-81)

DDA SUBJECT FILE COPY



UNITED STATES DEPARTMENT OF EDUCATION

THE SECRETARY

85- 632

FEB 5 1985

DD/A Registry

85-0534

The Honorable William J. Casey
Director of Central Intelligence
Washington, DC 20505

Dear Bill:

As you know, President Reagan has created the Adult Literacy Initiative and directed the Department of Education to coordinate federal volunteer activities for literacy through the Federal Employee Literacy Training (FELT) Program. Each Federal agency is being asked to conduct an intensive recruitment drive to encourage federal workers to volunteer as either tutors or in various support capacities.

To assist you in this regard, a film on FELT and printed materials on adult literacy are being prepared and will be available in late February. During the month of April, we would like to have this film shown to every employee in your agency. It may be convenient for you to use an existing volunteer structure within your agency to inform your employees about FELT. Where no system presently exists, we suggest that a coordinator for every office be appointed along with additional keyworkers in each unit responsible for showing the film to small groups of his or her coworkers. We would like every employee to have an opportunity to volunteer.

If you have not already done so, please designate a senior staff member to be the overall FELT coordinator for your agency. This individual should call Art Kelly at the Department of Education (732-1968), who will assist them in getting started and explain how your regional and field staffs can get involved.

Thank you for your leadership and support toward the success of the President's Adult Literacy Initiative.

Sincerely,

Gary L. Jones
Gary L. Jones
Acting Secretary



12/9
OK
JPC

84-3063/3

3 December 1984

MEMORANDUM FOR: Executive Officer, DDA

FROM:

Executive Officer, OTE

SUBJECT: Agency Participation in FELT Program

Ed:

Last week when the initial letter announcing this Program came in, it bounced from OP to OTE for action. When we discussed it on 27 November, we agreed that this was one of those programs that the Agency should pass on. Am returning this latest form letter without action. Thanks.





UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202

NOV 21 1984

OFFICE OF THE SECRETARY

Executive Registry

84 - 9188/2

DD/A Registry
84-3063/2

MEMORANDUM TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM : Diane Welch Vines *DV*
Director
Adult Literacy Initiative

SUBJECT: Launching of the FELT Program and Meeting of the FICE Adult
Literacy Subcommittee

Recently you received a memorandum from President Reagan and a follow-up memorandum from Secretary T. H. Bell about the Federal Employee Literacy Training (FELT) Program. We are now ready to begin coordination of efforts government-wide.

A launching ceremony has been scheduled for December 10, 1984. Enclosed is an invitation for you and the representative of your agency who has been assigned the responsibility for coordinating FELT. A meeting of the Adult Literacy subcommittee of the Federal Interagency Committee on Education (FICE) will follow the ceremony. Important information about the FELT program will be discussed during the subcommittee meeting.

Please send us the name and address of your representative.

We hope that you will be able to join us on December 10 in celebrating the start of this very important interagency effort.

